

## Renewal Process

### Commercial License

Your Commercial Driver's License is valid for 5 years. It can be renewed up to one year in advance of its expiration date. To renew it, visit any full-service RMV branch office.

The fee to renew a Class A license is \$75. The fee to renew a Class B license is \$75. The fee to renew a Class C license is \$75.

### School Bus Driver Certificate

Your School Bus Driver Certificate is valid for one year and expires on your birthday each year. When the certificate needs to be renewed, DPU will run a new CORI check, a new SORI check, and a driver record check. If you pass all of these, DPU will send a renewal application to you by mail. To renew, you need to receive 8 hours of in-service training from a certified school bus instructor. You will also need to pass a new physical exam. You can mail your completed renewal application, along with the results of your physical and a check for \$40, to DPU. You will then receive a new certificate in the mail.

Note: If you are 70 years of age or older, your School Bus Driver Certificate will expire every six months and the renewal fee will be \$20. Other than that, the renewal process is the same as above.

## Maintaining your School Bus Driver Certificate

To ensure that your School Bus Driver Certificate remains valid and can be renewed each year, you must pass a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and a driving record check each year. These checks are conducted by DPU and do not require any action on your part. You must also pass a physical exam each year and send the results of this exam to DPU with your renewal application.

Note: If you are convicted of any drug or alcohol offenses, your School Bus Driver Certificate will be revoked.

## Fees

### Initial RMV Fees

- CDL general knowledge exam - \$30
- Endorsement tests, if taken at the same time as the general knowledge exam - \$10 each
- Endorsement tests, if taken separately - \$30 each
- Initial school bus license - \$35 (\$20 application fee and \$15 license issue fee)

### RMV Renewal Fees

- Class A license with P & S Endorsements - \$75
- Class B license with P & S Endorsements - \$75
- Class C license with P & S Endorsements - \$75

### DPU Fees

- Road test - \$20
- Road test for drivers over 70 - \$10
- School Bus Driver Certificate - \$40 (initial and each renewal)
- School Bus Driver Certificate for drivers over 70 - \$20 (initial and each renewal)

## Registry of Motor Vehicles

P.O. Box 55889  
Boston, MA 02205-5889

[www.mass.gov/rmv](http://www.mass.gov/rmv)

## Commonwealth of Massachusetts Registry of Motor Vehicles



# What Do I Need to Drive a School Bus?



*Effective June 2005,  
School bus driver requirements have changed.  
Here's what you need to know!*

## License Type Required

To operate a **full-sized school bus** in Massachusetts, you need a Commercial Driver's License (CDL) with a Passenger (P) Endorsement and a School Bus (S) Endorsement. You also need a School Bus Driver Certificate from the Department of Public Utilities (DPU).

To operate a **restricted school bus** (a yellow school bus with a maximum seating capacity of fourteen passengers), you need a Class D license and a restricted School Bus Driver Certificate from the Department of Public Utilities (DPU).

Note: To operate a school bus with air brakes, you must pass an air brakes written test at the RMV.

## Eligibility Requirements

To qualify for a full-sized or restricted School Bus Driver Certificate, you need to meet the following requirements:

- Have three continuous years of driving
- Pass a Criminal Offender Record Information (CORI) check
- Pass a Sex Offender Registry Information (SORI) check
- Pass a Department of Transportation (DOT) physical exam
- Have a clean driving record
- Pass the required RMV written exams
- Pass a DPU road test

## Study Materials for Full-Sized School Bus Written Exam

You will need a Commercial Driver's License Manual to study for the CDL general knowledge test. You will need Section 10 of the 2004 Model Commercial Driver's License Manual (version 080904), available on the RMV website, to study for the "S" endorsement test. These are both available at all full-service RMV branch offices.

## Applying for a School Bus License & Driver Certificate

### Full-Sized School Bus

To obtain a Class A, B, or C license to drive a full-sized school bus, you must complete the following steps:

#### 1 Study for your written exams with . . .

- A Commercial Driver's License Manual for the CDL general knowledge test
- Section 10 of the 2004 Model Commercial Driver's License Manual (version 080904) for the "S" endorsement test

*These are both available at all full-service RMV branch offices.*

#### 2 Go to any RMV full-service branch office (up to two hours before closing time - see website for branch hours) and take a CDL general knowledge test, as well as written tests for the Passenger (P) Endorsement and School Bus (S) Endorsement.

- The fee for the general knowledge test is \$30.
- Each endorsement test is an additional \$10, if taken at the same time as the general knowledge test. If taken separately, each endorsement test is \$30.

*If you pass all of these exams, you will be given a Commercial Learner's Permit with the "P" and "S" endorsements. This permit will be valid for two years.*

#### 3 Visit the bus company you will work for and arrange with them to receive 60 hours of pre-service training (32 hours behind the wheel and 28 hours classroom) from a certified school bus instructor.

Current CDL holders who need to obtain a DPU school bus driver's certificate must complete a minimum of 40 hours, which shall consist of any combination of classroom and behind the wheel training to be determined by the certified School Bus Instructor.

- You also need to schedule a physical exam in order to obtain a Department of Transportation (DOT) medical certificate.
- Your bus company will provide you with the forms your doctor will need to complete.

#### 4 After completing the training and the physical, complete and sign an Application for Certificate to Drive a School Bus (available through your bus company).

This application must also be signed by the school bus instructor who provided your training.

- Mail the completed application, the results of your physical, and payment for the DPU fees to the address on the top of the application.
- The fee for the DPU road test is \$20.
- The fee for the School Bus Driver Certificate is \$40.

**Note:** If you are over 70, the fee for the road test is \$10 and the fee for the School Bus Driver Certificate is \$20.

Upon receiving your application, DPU will run a background check to ensure that you do not have a criminal record and are not a sex offender. DPU will also look at your driving record and will check the results of your DOT physical. These background checks will take approximately two weeks.

*If DPU approves your application, an inspector will contact your bus company and set up an appointment (date, time, and location) for your DPU road test.*

#### 5 Take the road test, which is administered by DPU.

If you pass, you will be given a temporary School Bus Driver Certificate, which is valid for 60 days.

#### 6 Visit any full-service RMV branch with your permit and with your temporary School Bus Driver Certificate as soon as possible to have your permanent CDL license issued.

- The fee for your license is \$35.

*You will receive your permanent School Bus Driver Certificate from DPU in the mail within 60 days of passing the DPU road test.*

### Restricted School Bus Driver Certificate

If you have held a Class D license for three continuous years, you can apply for a restricted School Bus Driver Certificate. Complete steps 3-5 listed above. **You will receive your permanent restricted School Bus Driver Certificate in the mail from DPU within 60 days of passing the DPU road test.**